## TRAVEL EXPENSE CLAIM

ARB/ASD 262A (REV. 7/2008)											Page 1 of 1 Pages				
CLAIMAN	T'S NAME		SSN OR EMPLOYEE NUMBER					DEPARTMENT							
Cindy Tuck						On file					Cal/EPA				
POSITION Undersecretary				CB/ID NUMBER			DIVISION OR BUREAU					INDEX NUMBER			
	CE ADDRE				Office of the Secretary HEADQUARTERS ADDRESS						TELEPHONE NUMBER				
						1001 I Street, P.O. Box 2815									
CITY STATE ZIP CODE						CITY Sacramento					STATE ZIP CODE CA 95814				
(1) MONTH/YEAR (3)				(4) (5) MEALS			(6) (7)				CA ORTATION	(8) (9)			
	r-10	LOCATION				O.T,L/T,	. ,	(A)	(B)	(C)		(D)	i	.,	
2)		WHERE EXPENSES WERE INCURRED	LODGING	BREAK- FAST	LUNCH	NC, RELO. OR DINNER	INCIDEN- TALS	COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING		R USE AMT	BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY	
DATE	TIME										MILES				
											-				
3/21	1330	Sacramento - Sausalito								4.00	98.0	49.00		53.00	
3/22			205.00			18.00						0.00		223.00	
3/23			205.00				6.00					0.00		211.00	
3/24			205.00				6.00					0.00		211.00	
3/25	1530	Sausalito - Sacramento					6.00				98.0	49.00		55.00	
												0.00		0.00	
												0.00		0.00	
												0.00		0.00	
												0.00		0.00	
(10) SUBTOTALS		615.00	0.00	0.00	18.00	18.00	0.00	0.00	4.00	196.0	98.00		753.00		
CLAIM TOTAL				\$										753.00	
(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)  Represented California at Environmental Council of The States Spring meeting, including Executive Committee meeting and all committee meetings.															
(12) NORMAL WORK HOURS				AGENCY ACCOUNTING OFFICE USE ONLY											
(13) PRIVATE VEHICLE LICENSE NO.															
(14) MILEAGE RATE CLAIMED \$ 0.500															
AGENCY ACCOUNTING OFFICE USE ONLY PAID BY REVOLVING FUND CHECK NUMBER															
(15)	and if mileage		nat the cost of	the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, it the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by to vehicle safety and seat belt usage.											
CLAIMANT'S SIGNATURE				DATE (16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT DATE									DATE		
[17] SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITL				E (See Item 17 on reverse)											